

Self Evaluation Report

Each agency under Sunset Review is required to complete a Self-Evaluation Report (SER). The SER is designed to provide the Joint Sunset Review Committee (JSRC) members and staff with a general background of each agency, and gives the agency an opportunity to provide the JSRC with a preview of issues and/or success stories regarding the agency and its functions.

Please answer each question directly on this form and attach original supporting documentation for each answer. Use as little or as much room as needed to answer each question.

If the information requested does not apply to your agency, either provide similar information to reflect agency practices, or enter N/A in the space provided. In charts, add or delete rows, change column widths, and/or rename chart headings to best report agency practices.

I. Agency Contact Information

A. Please complete the following chart.

(Agency Name) Exhibit 1: Agency Contacts				
	Name	Address	Telephone & Fax Numbers	E-mail Address
Agency Head				
Agency's Sunset Liaison				

B. Provide the agency's website address. If there is no website, does the agency plan to develop one?

II. Key Functions and Performance

A. Provide an overview of your agency's mission, objectives, and key functions.

B. How do you measure your progress against the agency's objectives?

C. List the agency's major accomplishments for the past 5 years. Please include copies of any applicable regulations, statutes, opinions, or reports. If the agency is advisory in nature, please explain how the agency communicates its advice, to whom, and how the agency knows whether the advice is taken.

D. How could your agency's enabling statute more accurately reflect your mission, objectives, and scope?

E. Please note any other state agencies operating in your jurisdiction and describe the working relationship with each agency. Describe any policies that describe the allocation of responsibilities.

F. Discuss any pending issues that could impact your agency's key functions (e.g., changes in federal law or outstanding court cases).

III. History and Major Events

A. Provide a timeline of your agency's history and key events. Please include:

1. The date your agency was established;
2. The original purpose and responsibilities of your agency;
3. Major changes in responsibilities or statutory authority;
4. Changes to your policymaking body's name or composition;
5. Significant changes in state/federal legislation, mandates, or funding;
6. Significant state/federal litigation that specifically affects your agency's operations; and,
7. Key changes in your agency's organization (e.g., a major reorganization of the agency's divisions or program areas).

IV. Policymaking Structure

A. Complete the following chart providing information on your policymaking body members.

(Agency Name) Exhibit 2: Policymaking Body			
Member Name	Term/ Appointment Dates/ Appointed by ____ (e.g., Governor, Lt. Governor, Speaker)	Qualification (e.g., public member, industry representative)	Attendance record for past 5 years.

B. Have there been any member vacancies in the past 5 years? If so, for how long?

C. If any member of your policymaking body is subject to Senate confirmation, please provide the individual's letter submitted to the Rules Committee on behalf of his or her appointment.

D. Describe the primary role and responsibilities of your policymaking body.

E. How often is the body required to meet? How often has the body met (not counting cancellations or failure to form a quorum) in the past 5 years? Please provide explanation if the body has not met as often as required, or planned.

F. Does the body hold closed (or executive) sessions? If so, for what reasons? What information is available to the public after these closed sessions?

G. What type of training do members of your agency's policymaking body receive?

H. Does your agency have policies that describe the respective roles of the policymaking body and agency staff in agency operations? If so, please describe these policies.

I. What information is regularly presented to your policymaking body to keep them informed of your agency's performance?

J. If your policymaking body uses subcommittees or advisory committees, please complete the following chart.

(Agency Name) Exhibit 3: Subcommittees and Advisory Committees			
Name of Subcommittee or Advisory Committee	Size/Composition/How are members appointed?	Purpose/Duties	Legal Basis for Committee

V. Public Information Policies

A. How does the agency engage stakeholders and the public about issues under the agency's jurisdiction? How is this input incorporated into the agency's operations?

B. On average, how many representatives of the public attend meetings? Describe any efforts regarding public participation.

C. Does the policymaking body webcast its meetings? How far in advance does it post future meeting dates? Does the policymaking body post board meeting materials online?

VI. Budget

A. Provide a copy of your operating budgets for the past 5 years with a brief narrative. Please explain any significant changes.

B. What does your agency use to monitor its budget?

C. Please provide your agency's sources of revenue for the last five years. Include all local, state, and federal appropriations, all professional and operating fees, and all other sources of revenue collected by the agency, including taxes and fines.

(Agency Name, Fiscal Year X) Exhibit 4: Sources of Revenue (Actual)	
Source	Amount
TOTAL	

D. Provide a summary of expenditures for the past 5 years.

E. Describe any Budget Change Proposals (BCPs) submitted by the board in the past 5 fiscal years.

VII. Statutory Authority, Recent Legislation, and Litigation

A. Complete the following chart, listing citations for all state and federal statutes that grant authority to or otherwise significantly impact your agency. Do not include general state statutes that apply to all agencies, such as the California Public Records Act, the Bagley-Keene Open Meeting Act, or the Administrative Procedure Act. Please also provide information on any Attorney General opinions for the past 5 years that affect your agency's operations.

(Agency Name) Exhibit 5: Statutes/Attorney General Opinions	
Statutes	
Citation/Title	Authority/Impact on Agency (e.g., provides authority to license and regulate nursing home administrators)
Attorney General Opinions	

Attorney General Opinion No.	Impact on Agency

B. Provide a summary of recent legislation (last 5 years) affecting your agency. For bills that did not pass, briefly explain the key provisions and issues that resulted in failure of the bill to pass (e.g., opposition to a new fee, or high cost of implementation).

(Agency Name) Exhibit 6: Legislation Chart		
Legislation Enacted		
Bill Number/Year	Author	Summary of Key Provisions
Legislation Not Passed		
Bill Number/Year	Author	Summary of Key Provisions/Reason the Bill Did Not Pass

C. Has the agency been involved in litigation of any kind during the last 5 years? If so, please describe. Are there any outstanding lawsuits involving the state agency? If so, please describe the nature of the lawsuit, its current status, and a copy of the complaint.

D. Please provide copies of any letters your agency prepared regarding any pending legislation for the past 5 years.

VIII. Policy Issues

The purpose of this section is to briefly describe any potential issues raised by your agency, the Legislature, or stakeholders that JSRC could help address through statutory changes. Complete this section for each policy issue.

A. Brief Description of Issue:

Include enough information to give context for the issue. Helpful information includes:

1. What specific problems or concerns are involved in this issue?
2. Who does this issue affect?
3. What is the agency's role related to the issue?
4. Has there been any previous legislative action related to the issue?

B. Possible Solutions and Impact:

Provide potential recommendations to solve the problem. Feel free to add a more detailed discussion of each proposed solution, including:

1. How will the proposed solution fix the problem or issue?
2. How will the proposed change impact any entities or interest groups?
3. How will your agency's performance be impacted by the proposed change?
4. What are the benefits of the recommended change?
5. What are the possible drawbacks of the recommended change?
6. What is the fiscal impact of the proposed change?

IX. Other Contacts**A. Please provide information on the following:**

(Agency Name) Exhibit 7: Contacts			
INTEREST GROUPS (groups affected by agency actions or that represent others served by or affected by agency actions)			
Group or Association Name/ Contact Person	Address	Telephone	E-mail Address
INTERAGENCY, STATE, OR NATIONAL ASSOCIATIONS (that serve as an information clearinghouse or regularly interact with your agency)			
Group or Association Name/ Contact Person	Address	Telephone	E-mail Address
LIAISONS AT OTHER STATE AGENCIES (with which your agency maintains an ongoing relationship, e.g., the parent agency's assigned analyst, or attorney at the Attorney General's office)			
Agency Name/Relationship/ Contact Person	Address	Telephone	E-mail Address

X. Staffing
A. Please describe any staffing issues/challenges, i.e., vacancy rates, efforts to reclassify positions, staff turnover, recruitment and retention efforts, and the agency's succession plan.

B. Describe the agency's staff development efforts. Please provide year-end organizational charts for the last 5 fiscal years.

XI. Agency Comments

A. Please provide any additional information you think JSRC should know to better understand your agency.

XII. Attachments

(Agency Name)
Exhibit 8: Supplemental Documents

A. In addition to source documents for answers to the previous questions, please submit the following:

1. The agency's strategic plan(s) covering the past 5 years.
2. Each annual report published by the agency for the past 5 years.
3. Each internal or external audit conducted in the past 5 years, including those from the Office of State Audits and Evaluations (OSEA) and the Bureau of State Audits.
4. Each internal or external newsletter published by the agency for the past 5 years.
5. Meeting packets for the previous 5 meetings.